

EMPLOYMENT OPPORTUNITY

CITY OF LONGBEACH



ADMINISTRATIVE OFFICER **Personnel, Budget, and Special Projects** **DEPARTMENT OF FINANCIAL MANAGEMENT**

The City of Long Beach is seeking a self-starting, analytical manager with both excellent interpersonal skills and a comfort working with numbers who will provide experienced leadership in the provision of human resource services, budget coordination, and special projects.



THE COMMUNITY

Ideally located on the Pacific Ocean south of Los Angeles, adjacent to Orange County, the City of Long Beach, California (population 490,566) is frequently described as a series of strong, diverse interwoven smaller communities within a large city. Enjoying an ideal Southern California climate, Long Beach is home to an abundance of cultural and recreational options. The Long Beach Convention Center, Aquarium of the Pacific, Queen Mary and the annual Toyota Grand Prix of Long Beach, plus a wide variety of other attractions (two historic ranchos, three marinas, and five golf courses), serve to draw 5.5 million visitors a year. The City is also home to California State University, Long Beach and

Long Beach City College. Cal State Long Beach is the second largest university in the state and was recently ranked the No. 3 best-value public college in the nation. Serving the K-12 student population, the Long Beach Unified School District consistently ranks among the Top 10 urban school districts in the country. Covering approximately 50 square miles, Long Beach is supported by a wide mix of industries with education, health and social services, manufacturing, retail trade, and professional services comprising the highest representation. Known for its livable and desirable neighborhoods, America's Promise Alliance named Long Beach as one of the 100 Best Communities for Young People two years in a row. While it offers all the amenities of a large metropolis, many say Long Beach has the added benefit of having maintained a strong sense of community and cohesiveness despite its growth. Long Beach is the seventh largest city in California, and has been referred to as the "most diverse city" in the country by USA Today. A superb climate, quality schools, a vibrant downtown, and a wide variety of neighborhoods help make Long Beach one of the most livable communities in the country.

CITY GOVERNMENT

Long Beach is a full-service Charter City governed by nine City Council members who are elected by district. The Mayor is elected at-large. Elected officials also include the City Attorney, City Auditor, and City Prosecutor. Elected officials are subject to a two-term limit, which allows them to serve for a maximum of eight years. The City Council appoints a City Manager to oversee the administration of all City departments, excluding those under the direction of a separately elected official, Board or Commission. In addition to its traditional services, Long Beach maintains one of the world's busiest seaports, which serves as a leading gateway for international trade. The City also has its own full-service commercial airport and is one of only three cities in California with its own Health and Gas & Oil Departments. Long Beach is supported by a total FY2014-15 budget of approximately \$3.0 billion, with the General Fund budget totaling \$401 million. More than 5,800 full and part-time employees support municipal operations with the majority being represented by nine unions.



DEPARTMENT OF FINANCIAL MANAGEMENT

The Department of Financial Management administers the financial affairs of the City of Long Beach and provides related services to citizens, elected officials, and City departments. The Department manages the City's revenues, expenditures, purchasing, accounting, budgeting, investments, cash management, and debt issuance and management. With approximately 240 employees, the Department includes the following Bureaus: Administrative Services, Accounting, Budget Management, Commercial Services, City Treasurer, Business Services, Fleet, and the Financial Controls Bureau. The Department is a team committed to quality and improving the City's financial management and controls. They believe in dependable and efficient customer service delivered in a helpful, timely and responsive manner. They strive to provide effective leadership through innovative solutions consistent with professional and legal standards, personal integrity and the public trust. Department goals include: 1) ensuring the safety and security of the City's assets; 2) providing the financial resources necessary to support the goals and operations of City departments; 3) developing sound financial policies and strategies; and 4) actively supporting the local business economy.

THE POSITION

The Administrative Officer is an at-will management position that is part of the Executive Team for the Department of Financial Management, and reports directly to the Director of Financial Management. This is an exciting and challenging opportunity with much expected from the selected person. In addition to overseeing personnel and budget activities for the Department, the Administrative Officer also serves as the Director's go-to person for general concerns and special projects. The ongoing job functions involve coordinating and directing a number of department-wide administrative processes where many improvements are expected. This position is also intended to directly assist the Director and Bureau Managers to identify, address, and solve complex problems. Typical duties of the position include, but are not limited to, the following:

- Develop and manage the Department's budget under the general direction and policy guidelines of the Director.
- Assist bureaus in developing and implementing operational simplifications and improvements.
- Assist the Director and Bureau Managers with identifying and solving problems and challenges.
- Implement and administer human resources and personnel policies and practices for the Department, including recruitment and hiring, employee recognition, training and disciplinary actions, workers' compensation, safety, career development, protected leave, and employee time and attendance.
- Conduct disciplinary investigations and make recommendations for actions.
- Serve as a sounding board for employee concerns and grievances and assist or take the lead in resolving issues.
- Assist the Director in establishing good employee, technical and financial practices throughout the Department.
- Represent the Department before the Civil Service Commission, with labor representatives, in grievances, in Skelly meetings, and in disciplinary hearings.
- Serve as Department liaison to the Budget Office, Human Resources, Civil Service, and other external operations;
- Provide Departmental representation and support on City-wide projects, initiatives and committees as assigned;
- Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend, develop, and administer policies and procedures.
- Conduct analysis and prepare reports and presentation including recommendations for management action on ad hoc issues as assigned by the Director.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints, both personally and via correspondence, and deal tactfully and effectively with employees, public officials and the general public.

THE IDEAL CANDIDATE

Skills, Management Style, and Professional Traits

The Administrative Officer position presents a valuable career opportunity for a generalist/highly responsible analyst with excellent interpersonal and leadership skills, critical and strategic thinking and problem-solving skills, and a comfort working with numbers. Working closely with the Director and Bureau Managers, the candidate will provide important and varied support in identifying and resolving administrative and operational issues and responding to opportunities to improve the Department's functions. The ideal candidate is a self-starter who follows through on long-term projects while balancing daily operations; has a big picture/management perspective; is technically proficient while able to communicate in lay terms; has excellent analytical and problem-solving skills; has strong written and oral communication skills; is comfortable expressing views, ideas and approaches; is able to present effectively to both small and large groups; is able to deal tactfully and effectively with employees, public officials and the general public; is able to earn the cooperation, trust or buy in from others within the Department and City; and is someone who takes ownership and, when appropriate, makes independent decisions and keeps work moving forward.

Experience + Education

1. Graduation from an accredited college or university with a Bachelor's Degree in Business, Public Administration or a related field (an advanced, related degree is desirable).
2. Minimum of five years of experience performing a combination of personnel, financial, and project-related duties of a complex nature, with a minimum of two years of supervisory responsibility.
3. Demonstrated experience with a substantial number of the type of tasks that this position performs.
4. Local government experience is highly desirable.

SALARY + BENEFITS

The annual salary for this position is expected to be in the range of \$110,000 to \$130,000. Salary is commensurate with work experience. The City's compensation package also encompasses an attractive benefits package that includes:

- **Retirement** – City offers CalPERS with a benefit of 2.5% @ 55 for Classic members or 2% at 62 for new members as defined by PEPR, subject to the limitations set by PERS. Employee pays the employee portion. The City also participates in Social Security.
- **Vacation** – Twelve (12) days after one year of service; 15 days after four years, six months of service; 20 days after 19.5 of service.
- **Executive Leave** – Forty (40) hours per year.
- **Sick Leave** – One day earned per month; unlimited accumulation; conversion upon retirement to cash credit toward health and/or dental insurance premiums, or to pension credits.
- **Holidays** – Nine designated holidays per year, plus four personal holidays to be used at the employee's discretion.
- **Monthly Auto Allowance**
- **Health Insurance** – Two plans are available: one HMO, and one PPO plan. The City pays major portion of the premium for employee and dependents depending on the health/dental plan selected.
- **Dental Insurance** – Two dental plans are available for employees and dependents.
- **Life Insurance** – City-paid term life insurance policy equal to three times annual salary to a maximum of \$500,000.
- **Disability** – City-paid short-term and long-term disability insurance.
- **Management Physical** – Annual City-paid physical examination.

APPLICATION PROCESS

This recruitment will close at **4:00 p.m. on Wednesday, September 23, 2015**. The recruitment may be extended if sufficient qualified applications are not received. To be considered for this opportunity, applicants must submit a letter of interest and resume that reflect the scope and level of their current/most recent positions and responsibilities as they relate to the duties of this position. Please attach these materials in Word or PDF format and submit them to **daniel.casey@longbeach.gov**. Include the recruitment code **FM15-032** in the subject line of your email.

Following application screening, the best qualified applicants will be requested to complete and submit answers to supplemental questions, a list of three professional references, and a salary history. The City anticipates inviting a smaller group of finalists for interviews. An appointment is anticipated in late October 2015, following the successful completion of thorough reference and background checks. Incomplete applications or candidates who clearly do not meet the minimum requirements of the position will not be considered.

This information is available in an alternative format by request to the Personnel Services Division at (562) 570-5486. If you require an accommodation because of a disability in order to participate in any phase of the application process, please request it when submitting your application, or call (562) 570-5486. In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.

EQUAL OPPORTUNITY

The City of Long Beach is an Equal Opportunity Employer and values diversity at all levels of the organization.